**Minutes from Te Kete Atawhai Cluster Meeting**

August 6 2009

**Venue:**  Burwood School staffroom

**Chairperson:** Doug Watkinson

**Secretary:** Joy Williams

**Present:** Doug Watkinson, Joy Williams, Vic Hygate, Lesley Dell, Neil O’Reilly, Steve Ladbrook, Sue Davidson, Lynette O’Connor, Simon Thomas, Brendan Wright, Lyn Bird, Brent Egerlon, Les Gray, Denise Sweney, Paul MacDonald, Amy Collins, Lesley Black

Meeting opened at 1.40pm. Doug welcomed everyone to Burwood.

**CHiLL**

Sue spoke of the meeting at Shirley last week. Good response from the schools which attended. All are at different stages. Kids using blog spot for posts and videos. Some schools are working with kids during Term 3 then the community Term 4. Next meeting is Week 7, **Thursday, 17 September, 1.30pm**

**Financial Report**

Neil distributed copies and presented his report

*Suggestions from group for use of additional funding*

NB: Money cannot be rolled over to 2010.

* Money be used to fund staff to ULearn
* Some schools sent more teachers than the allocation given for funding to Wellington – could they be reimbursed?
* Money used to reimburse the cost of hire of rental vans
* Schools reimbursed for North Canterbury Tours - $65 per teacher

**Agreed that:**

* Each school will be funded to send two teachers to ULearn
* Additional funds available will be given out to schools – each school is to put in a statement as to how it is expended

***Schools to confirm their wishes by Wednesday, 12 August via Google Docs***

**Thinking and Learning Tours**

Sue has completed a report on the tours and presented it to meeting (See attached)

* Suggestion of offering spaces to Kath Murdoch Day to North Canterbury schools as acknowledgement – AGREED
* Suggestion to send a card to the North Canterbury schools

**Action:** Neil to send a letter of thanks to these schools

North Island schools had been given artworks as acknowledgement.

**Principals’ Meeting - Wednesday, 19 August, 8.45am – 3.00pm, at Shirley Golf Club**

Details on cluster wiki

Neil spoke about this meeting.

* Each principal to present ideas from teachers’ perspective – chance to review things happening in our schools. Emphasis is on their school’s learning model
* Time of presentation – 15 minutes
* Sue will resend link of Google doc to schools outlining issues

Sue spoke about how she had joined up with Survey Monkey and her use of it. She found that it was not very good to use for analysing data. Suggestion to visit Suzie Vespers’ Wiki outlining other options from her list of tools – link is on our cluster wiki.

**Cluster Celebration: Wednesday, 12 August, 4.00pm – 5.00pm**

Doug mentioned how Burwood/Windsor had met to plan this. The

format will be that of the previous celebrations. Warren Bruce, from UC, is our guest speaker, who will focus on questioning.

The numbers attending from each school to be sent to Sue by Friday, 7 August, for catering and organisation purposes.

**Jill Hammonds** will meet Lead teachers and principals in the Windsor School staffroom at 2.30pm to have discussion with us to clarify the last milestone report.

**Leadership Meeting: Thursday, 17 September, 1.30pm**

It was agreed that this meeting be cancelled. Sue asked and it was agreed that this date be now made a meeting for CHiLL to be held at Parkview.

Sustainability plan - consider an option for 2010

**Regional Network Meeting: Friday, 18 September 9.00am – 3.00pm**

Meeting with Jill Hammonds – agenda not yet set. As many as are able to attend this meeting are encouraged to do so.

**Kath Murdoch Day – Tuesday, 13 October – Teacher Only Day**

For all staff. To be held at Ilam School. Teachers can park on the court area of the school. Day goes from 9.00am – 3.30pm, with one hour for lunch.

Ensure your school community has been informed that this is a Teacher Only Day.

Neil to invite two teachers from each of the North Canterbury Learning Tour schools

**Next milestone report**

Forwarded by beginning of November to Sue.

Survey staff as to improvement in skills and use of ICTs - comparative data

Opportunities for teachers to observe others in their school – how teachers are integrating ICT into the classroom. Sue has offered to assist with observations and/or release.

Schools need to report on requirements of the milestone.

**Meeting closed:** 2.40pm